

Phoenix Program
Process Definition – LABOR DISTRIBUTION

Process	<i>Accounts Payable Interface</i>
Process Number	<i>LD – 012</i>

Description of Process

Summarized totals by chartfields and vendor for distributed employer fringe expense will be sent to the Accounts Payable module via an interface template.

Input to Process

Detailed employee payroll records.

Output of Process

Summarized fringes expense payables by vendor.

Service Level Agreement Required? (if yes, provide a brief description)

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PeopleSoft Panel Groups being Used

Function	Panel Group
	Create fund staging tbl

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
<u>Step 1:</u> SQR reads DX_Fund_Staging table and selects fields with DST_USE of "FRN" (Fringe)	Centralized
<u>Step 2:</u> Summarize data by chartfield and by vendor.	Centralized
<u>Step 3:</u> Insert a record into the DX_VCDT_EC_TMP table for each chartfield combination by vendor.	Centralized
<u>Step 4:</u> Insert a record into DX_VCLN_EC_TMP and DX_VCHD_EC_TMP tables with each vendor change.	Centralized
<u>Step 5:</u> Accounts payable module accesses templates and completes processing.	Agency

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Forms Used with Process (#)

None

Process Flow Diagram (if appropriate):

Process Signoff

Tested By
Date Tested